



# Northland School Division Maintenance Department

## 2025-2026 School Year



Hillview School, East Prairie

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## Welcome to School Year 2025 - 2026

Northland School Division Maintenance department is responsible for ensuring that the Division's properties are kept in functional working order, they are clean, developing needs are addressed and preventative action is taken where possible.

We strive to address concerns as soon as possible given the following priorities:

- ▶ Issues that are vital to health and safety of students and staff
- ▶ Issues that relate to space requirements of due to enrolment increases where other alternatives are not available
- ▶ Issues that meet essential facility needs arising from building obsolescence or to accommodate educational programs
- ▶ Issues that provide for the comprehensive modernization needs of existing facilities or additional non-instructional and gymnasium facilities
- ▶ Issues that are identified as meeting other school or community-type needs

The department services 16 schools, two outreaches, central office, a satellite central office and one maintenance shop over almost three hundred thousand square kilometers. Currently, the staff consists of the manager, area maintenance supervisor, administrative assistant, one carpenter, three plumbers and four maintenance workers.

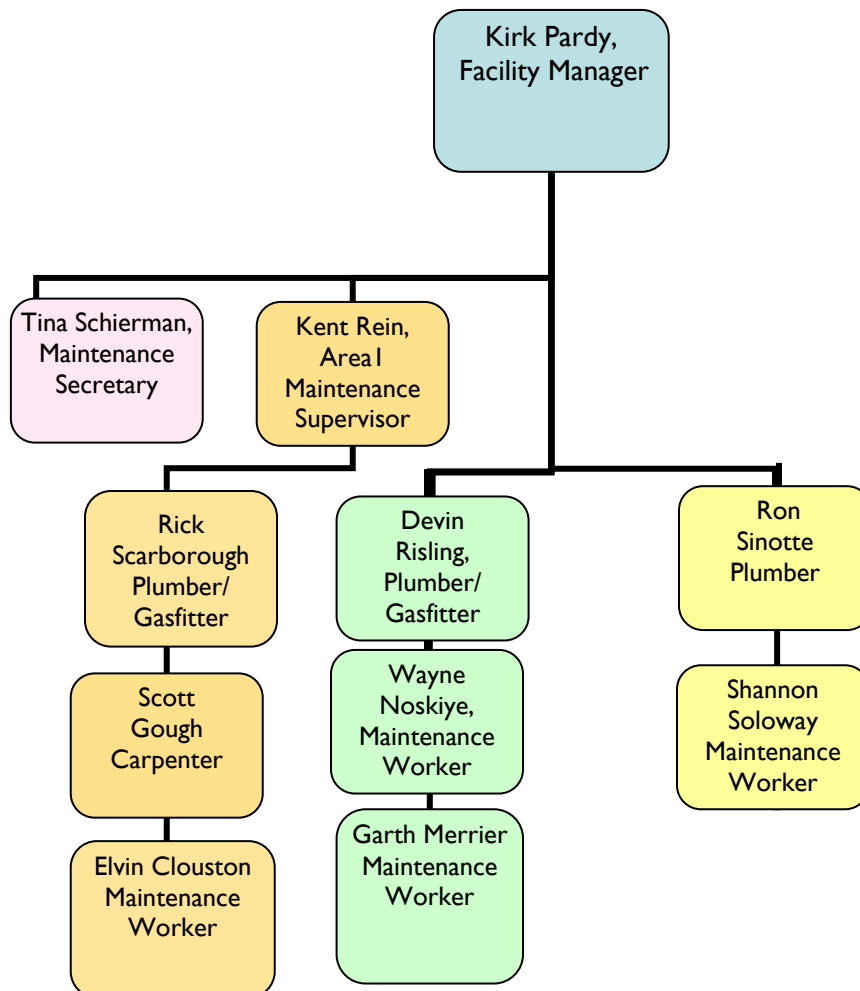
Welcome to the Division!

Kirk Pardy  
Division Facility Manager

**Our last project was the construction of Mistassiniy School. This is a beautiful grade 7 - 12 school in Wabasca. It opened in February 2024.**



## Maintenance Department Organizational Chart



MAINTENANCE DEPARTMENT PHONE LIST			
Central Office: 780-624-2060		Cell	Area
Kirk Pardy	Facilities Manager	780-881-1253	
Tina Schierman	Maintenance Secretary	Ext. 6140	
Robert Simpson (IT)	IT Technician – Maint Support	780-219-7531	
Kent Rein	Area Maintenance Supervisor	780-618-8727	1
Rick Scarborough	Plumber	780-536-6029	1
Elvin Clouston	Maintenance Worker	780-219-7341	1
Scott Gough	Carpenter	780-219-8705	1
Wayne Noskiye	Maintenance Worker	780-617-3151	2
Devin Risling	Plumber	780-219-7396	2
Garth Merrier	Maintenance Worker	780-773-5403	2
Ron Sinotte	Plumber	780-215-0213	3
Shannon Soloway	Maintenance Worker (EZ, JF)	587-201-5916	3
		Office	Fax
Wabasca Office	Box 150 Wabasca T0G 2K0	780-891-3500	891-2406
<b>Phone</b> 780-624-2060 Ext. 6140 <b>Downstairs Fax</b> 780-618-3143 <b>Upstairs Fax</b> 780-624-5914 9809-77 Avenue <b>Central Office Address</b> Peace River, Alberta T8S 1C9			

**The Maintenance Department is separated into three areas with a maintenance shop in Wabasca.**

**Area 1 (West Side)**

Bishop Routhier School, Peavine  
Gift Lake School, Gift Lake  
Grouard School, Grouard  
Hillview School, East Prairie  
Paddle Prairie School, Paddle Prairie  
Susa Creek School, Susa Creek

**Area 2 (Central Area - Maintenance Shop located in Wabasca)**

**Office: (780) 891-3500**

**Fax: (780) 891-2406**

Calling Lake School, Calling Lake  
Career Pathways (NLC College), Wabasca  
Chipewyan Lake School, Chipewyan Lake  
Mistassiniy School, Desmarais  
Pelican Mountain School – serving as a satellite central office, Sandy Lake  
St. Theresa School, Wabasca

**Area 3 (East Side)**

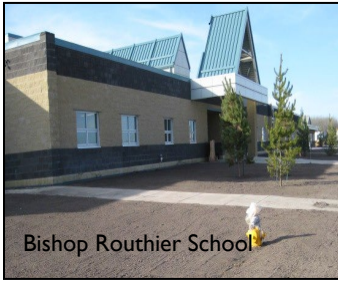
Anzac Community School, Anzac  
Bill Woodward School, Anzac  
Conklin Community School, Conklin  
Conklin E-Learning, Conklin  
Elizabeth School, Cold Lake  
Father R. Perin School, Janvier  
J.F. Dion School, Fishing Lake/Sputinow



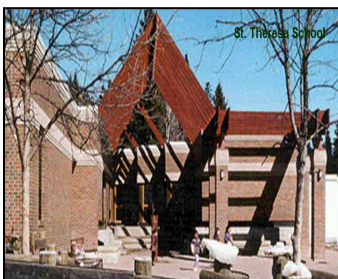
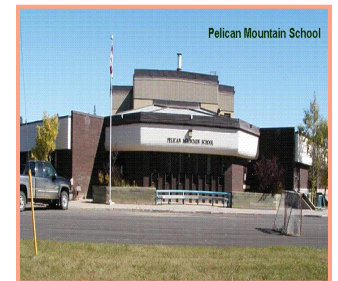
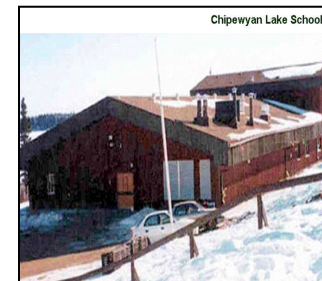
## Maintenance Department Information Kit

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### AREA 1



### AREA 2

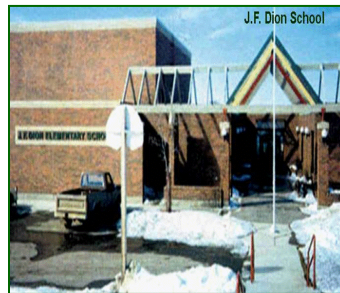
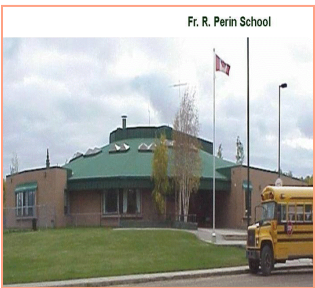
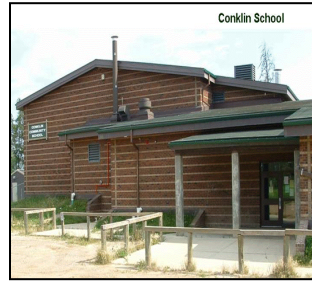
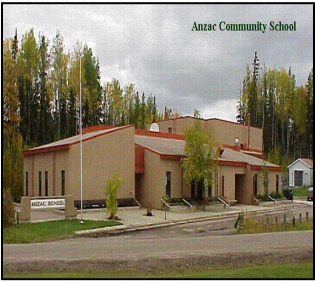


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Revised: July 30, 2025



**AREA 3**



## Area Capacity by School

Facility Name	Year Constructed	Gross Area m2	
Anzac School	1983	1,377.5	Portables added throughout the years
Bill Woodward School	2010	3801.6	
Bishop Routhier School	2008	3145.9	
Calling Lake School	1966	2,801.1	Portables added throughout the years
Chipewyan Lake School	1961	1,102.7	
Conklin Community School	1977	1255.0	Two new portables added in 2017
Elizabeth School	1976	1513.73	Portable added in 1996
Father R. Perin School	1985	2300.61	Two new portables added in 2017
Gift Lake School	2015	4961.0	
Grouard Northland School	1983	2,732.27	Modernization throughout the year
Hillview School	2008	1,514.79	
J.F. Dion School	1961	1,529.4	Modernization throughout the years
Mistassiniy School	2023	4376	
Paddle Prairie School	1969	1,796.7	Modernization & portable added throughout the years
Pelican Mountain School	1984	1,018.2	
St. Theresa School	1961	4,952.2	Modernization & portable added throughout the years
Susa Creek School	1989	1,068.02	Portables added throughout the years

## MAINTENANCE CARE

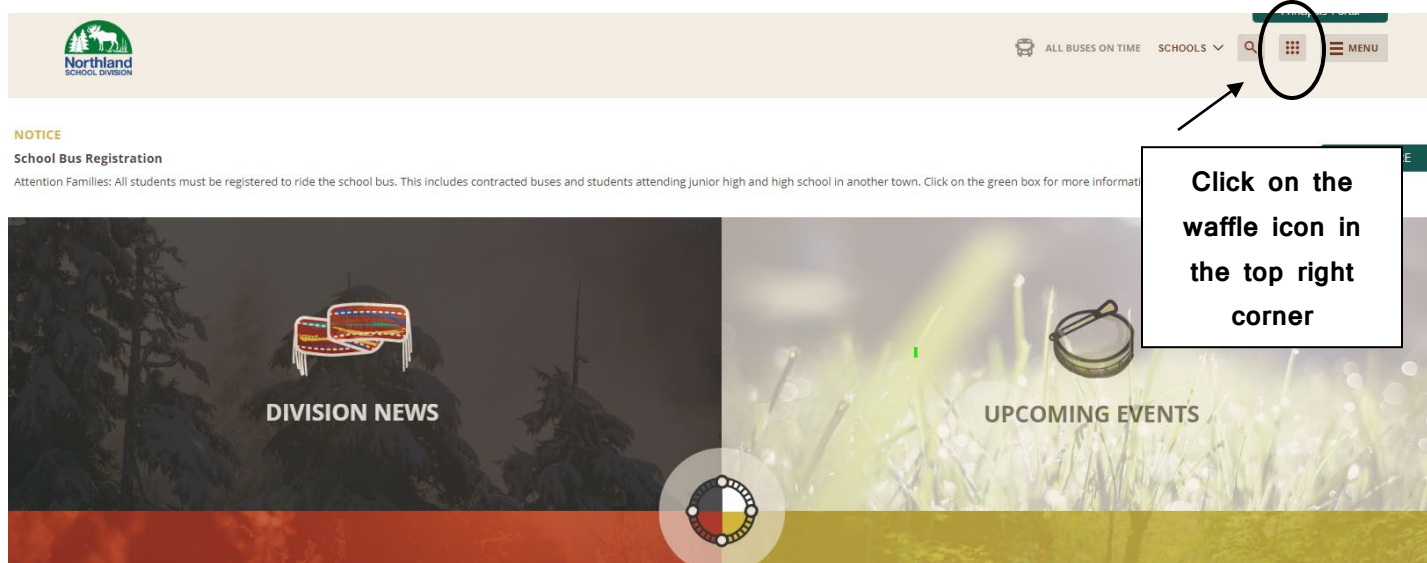
### ALL MAINTENANCE REPAIR REQUESTS MUST BE SUBMITTED ONLINE

Any maintenance work that is needed on school buildings and school grounds must be submitted online through our electronic work order program called "Maintenance Care."

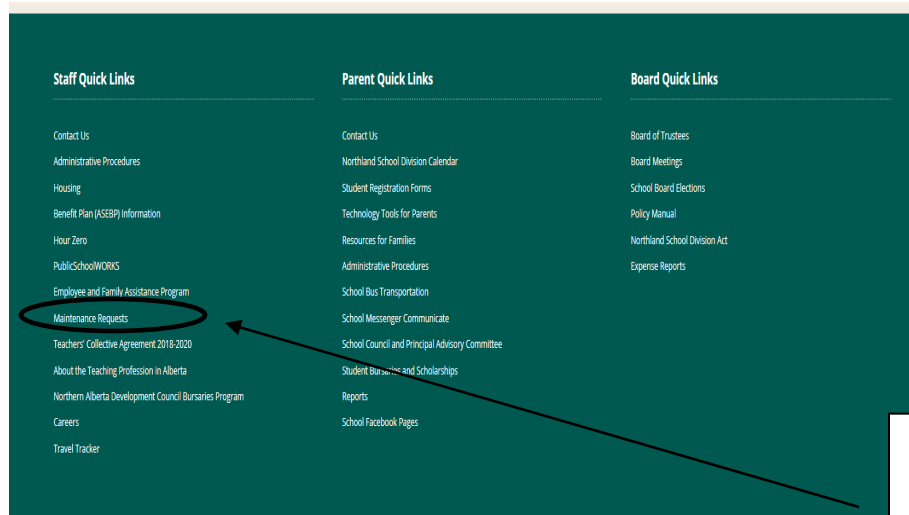
**All work for schools should be submitted by the Principal or their designate.**

To initiate a repair, submit the request online through Maintenance Care. To login, use your Northland Windows username and password.

**STEP 1** – Proceed to the Northland School Division No. 61. Our website is: [www.nsd61.ca](http://www.nsd61.ca)



## STEP 2 - Proceed to the Maintenance Care Program



Click on "Maintenance Requests" link on left side of page

## STEP 3 - Entering Maintenance Care



### MAINTENANCE CARE



Any maintenance work that is needed on school buildings, housing and school grounds must be submitted online through our electronic work order program called "Maintenance Care."

All work requests for schools should be submitted by the Principal or their designate.

To initiate a repair, submit the request online through Maintenance Care.

Sign in **HERE** using your Windows username and password (Hint: it is your Firstname.Lastname)

Click "HERE" to go to the Maintenance Care Log In page

## STEP 4 - Log in to the page



### MAINTENANCE CARE LOGIN

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#### This Page is Protected with Active Directory

Please enter your username and password below to login and access this page.

USERNAME

PASSWORD

submit

Log in using your  
NSD Windows  
username & pw

## STEP 5 - Select your area.



# MAINTENANCE CARE LOGIN

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## Login to Maintenance Care

Area 1 Login Here

Area 2 Login Here

Area 3 Login Here

Select the  
correct area.



## Submitting a Maintenance Repair Request

Note: All school repairs must be submitted by your School Principal or Designate.

**MaintenanceCare.com**

NSD No. 61 Area 1

**MAINTENANCE REQUEST**

Task Type: [Please Select One] (dropdown menu open showing: Alarms, Audio Visual, Clean-Up / Floor Care, Doors, Electrical / Lighting, Fire Safety, Garbage, General Maintenance, Health & Safety, Heating / Cooling, Kitchen, Landscaping, Painting / Touch Ups, Parking, Pest Control, Plumbing, Refrigeration Maintenance, Teacherage, Travel, Waste Water Maintenance, Windows)

Building Area: [Home icon]

Room/Teacherage #: [List icon]

Details: [Details icon]

Your Name: [Person icon]

Your Email Address: [Email icon]

File Upload: + Add files, Cancel upload, Delete

Submit Reset

Select what the request is

Figure 1

Building Area: [Home icon] (dropdown menu open showing: Bishop Routhier School, Dr. Mary Jackson School, Gift Lake School, Grouard School, Hillview School, Kateri School, Little Buffalo School, Paddle Prairie School, Peerless Lake School, Susa Creek School, Central Office, Workshop Area 1, Teacherage 052, Teacherage 063, Teacherage 064, Teacherage 065, Teacherage 066D, Teacherage 066U, Teacherage 067D, Teacherage 067U, Teacherage 068, Teacherage 070, Teacherage 071, Teacherage 072, Teacherage 104, Teacherage 097, Teacherage 105, Teacherage 106, Teacherage 110)

Room/Teacherage #: [List icon]

Details: [Details icon]

Your Name: [Person icon]

Your Email Address: [Email icon]

File Upload: + Add files, Cancel upload

Select your school

Figure 2



NSD No. 61 Area 1

### MAINTENANCE REQUEST

The screenshot shows the Maintenance Request form. It includes fields for Task Type, Building Area, Room/Teacherage #, Details (a large text area), Your Name, and Your Email Address. At the bottom, there is a File Upload section with buttons for Add files, Cancel upload, and Delete. A blue Submit button and a grey Reset button are on the right. A black callout box with a white border points to the Name and Email fields, containing the text: "Add your name and email address so you can check on the status of requests."

Figure 3



NSD No. 61 Area 1

### MAINTENANCE REQUEST

This screenshot is similar to Figure 3 but includes two additional annotations. A black callout box points to the Details text area with the text: "Please provide a description." Another black callout box points to the File Upload section with the text: "Pictures can also be uploaded to help describe the issue."

Figure 4

Hit “Submit” to enter your request, and you’re done! Your request will be issued and assigned to a member of Maintenance.

## APPENDIX 1

Majority of the schools in the jurisdiction are equipped with a security system. Central Office can dial into the panel to arm, disarm the system, change security codes, access the event history, set the date and time in the system and view any trouble faults that system may have. If you require assistance with any of the above issues, please contact the Maintenance Department at Central Office.

FORM 543		SECURITY INFORMATION			
<p><b>PURPOSE OF FORM:</b> This form is used to advise the Security Monitoring Company and Central Office of key holder contacts and security codes for all school-based staff. This form must be completed in September and updated as employees leave. All codes are entered into the system by the Maintenance Department at Central Office.</p> <p style="text-align: center;">Please submit to the Maintenance Department by fax to (780) 624-5914.</p> <p style="text-align: right;">Date: _____</p>					
<b>LOCATION INFORMATION</b>					
School Name: _____		Primary Phone#: (780) _____			
		Secondary Phone#: (780) _____			
Hours of Operation: _____					
<b>ALARM CALL OUT CONTACTS</b> (minimum four different individuals in close proximity to school)					
Name	Position	Home Phone	Cell or Alternate	User Code	
<b>User information (attach list if more space required)</b>					
Name	Code	Name	Code	Name	Code
Completed by: _____ Completion Date: _____					
Northland School Division			Revised: September 2021		

## APPENDIX 2

The “Vandalism Report” form is used to document any and all situations where damage to Division property occurs. If damage is done to the schools or playground equipment, this form is to be completed and sent to the Maintenance Department at Central Office.

FORM 357-1	VANDALISM REPORT
<b>Name of School:</b> _____	<b>Date &amp; Time of Incident:</b> _____
<small>Report all incidents of vandalism, theft, etc., involving schools, divisional buses/vehicles, residences to the RCMP immediately and to the appropriate department at Divisional Office as outlined below. Report all incidents of injury directly to the Safety Officer at Divisional Office.</small>	
<b>PLEASE CHECK ONE:</b>	
<input type="checkbox"/> School	<input type="checkbox"/> Vehicles/Equipment
<input type="checkbox"/> House	<input type="checkbox"/> Playground
<b>Date and Time Reported to:</b>	
a) RCMP	_____
b) Divisional Office	_____
<b>Individual Involved (if known):</b>	
<b>Name:</b> _____	
<b>Nature of Incident:</b>	
_____	
_____	
_____	
_____	
_____	
_____	
<b>Estimate of Damage or Loss:</b> _____	
<b>Action taken by RCMP to date:</b>	
_____	
_____	
_____	
_____	
Signature of Principal _____	Date _____
<small>A separate form must be completed for each incident or injury. Attach a separate sheet if additional space is required.</small>	
<b>Fax the completed form immediately to the Division Facility Manager EXCEPT Vehicle / Equipment Vandalism, which must be reported to the Transportation Department.</b>	
<small>Northland School Division No. 61 Forms Manual</small>	
<small>June 2017 Page 1</small>	

## APPENDIX 3

This form is used to reflect the ongoing status of playground equipment and should be submitted on a monthly basis. Please document obvious problems for example: loose bolts, frayed rope, amount of surfacing, splinter possibilities, areas with visibly broken components. One individual should complete this form on a regular basis to ensure consistency.

<b>PLAYGROUND MAINTENANCE REPORT</b>		
School: _____	Date: _____	
Inspected by: (print) _____	Position: _____	
Playground Equipment	Ok	Needs Attention (provide information)
Swings (chains, seats, structure)	<input type="checkbox"/>	<input type="checkbox"/>
Monkey Bars	<input type="checkbox"/>	<input type="checkbox"/>
Slides (sharp edges, ladder, slide surface)	<input type="checkbox"/>	<input type="checkbox"/>
Tire Swings (chains, bearings, tires)	<input type="checkbox"/>	<input type="checkbox"/>
Teeter Totters	<input type="checkbox"/>	<input type="checkbox"/>
Merry Go Round	<input type="checkbox"/>	<input type="checkbox"/>
Wooden Play Structure	<input type="checkbox"/>	<input type="checkbox"/>
Surfacing (sand or pea gravel)	<input type="checkbox"/>	<input type="checkbox"/>
GlideRides, Bumpers, Wheels	<input type="checkbox"/>	<input type="checkbox"/>
Plastisol	<input type="checkbox"/>	<input type="checkbox"/>
Paint	<input type="checkbox"/>	<input type="checkbox"/>
Tires	<input type="checkbox"/>	<input type="checkbox"/>
Chain	<input type="checkbox"/>	<input type="checkbox"/>
Rope	<input type="checkbox"/>	<input type="checkbox"/>
Plugs	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
Bolts	Tighten (2x per year)	Missing
3/8"	<input type="checkbox"/>	<input type="checkbox"/>
1/2"	<input type="checkbox"/>	<input type="checkbox"/>
Set Screws	<input type="checkbox"/>	<input type="checkbox"/>
"S" Hooks	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Condition</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good
	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Date Situation Rectified: _____	Rectified by: _____	
Signature _____	Date _____	
Fax the completed form to the Plant Operations Coordinator at Divisional Office. Attach a separate sheet if additional space is required.		
E301-02-02		

The “Daily Custodian Cleaning Checklist,” “Additional Second Day” and “Holiday” Checklist forms should be completed on a weekly basis (as applicable) and sent in to the Maintenance Department at Central Office. Monthly Timesheet is a sign-in sheet to be submitted monthly.

FORM 102-2a DAILY CUSTODIAN CLEANING CHECKLIST WEEK OF _____						
	Mon	Tues	Wed	Thur	Fri	
Start Time						
End Time						
<b>GENERAL - Exterior of Building</b>						
Clean steps						
Remove snow from all entrances & exits						
Snow, ice removal & sanding of sidewalks						
<b>GENERAL - Interior of Building</b>						
Clean all blackboard brushes & chalk rails						
Clean doors						
1. kickplates						
2. hand plates						
3. hardware						
4. door handles						
Water dispensers						
1. wash						
2. disinfect						
Remove dry garbage						
Functional check of all fire exits						
<b>ENTRANCES, LOBBIES &amp; CORRIDORS</b>						
Floors						
1. sweep						
2. wash						
Walls						
1. spot clean						
Clean foot grills, recessed pans, mats & boot racks						
Glass doors & side glass						
1. wash						
Lockers						
1. spot clean exterior						
<b>STAIRS</b>						
Sweep						
Wash						
<b>OFFICES, STAFF &amp; MEDICAL ROOMS</b>						
Carpets & rugs						
1. spot clean						
2. vacuum						
Floors						
1. sweep						
2. wash						
1. dust						
<b>WASHROOMS, SHOWER &amp; DRESSING ROOMS</b>						
Floors						
1. sweep, damp mop						
2. wash						
3. disinfect						
Toilet seats, bowls, urinals, wash basins, water taps, receptacles, dispensers, mirrors, shelves, vanities, door handles						
1. wash & disinfect						
Remove waste, paper, napkins, etc.						
Replenish soap, toilet paper, towels						
Walls & ceilings						
1. spot clean						
<b>CLASSROOMS, LIBRARY &amp; MEETING ROOMS</b>						
Floors						
1. spot clean						
Vacuum carpets & rugs						
Walls						
1. spot clean						
Chalkboards						
1. clean brushes						
2. clean chalk rails						
Furniture (including tables & desks)						
1. wash and disinfect						
<b>GYMNASIUM</b>						
Floor						
1. sweep						
2. spot clean						
Walls & doors						
1. spot clean						

Please sign/date by yourself and administrator - fax weekly cleaning checklist to Tina Schierman (780) 618-3143 at Central Office

E203a-01-16



FORM 102-2c

**ADDITIONAL SECOND DAY CUSTODIAN CLEANING CHECKLIST**

	<b>DONE</b>
<b>START TIME</b>	
<b>END TIME</b>	
<b>GENERAL - Interior of Building</b>	
Hose cabinets, display cases	
1. wash & polish	
Ceiling air diffusers, air intake grills	
1. wash	
Venetian blinds	
1. wash	
Clean pictures, murals & clocks	
Wash windows	
Light fixtures	
Check all fire extinguishers	
<b>ENTRANCES, LOBBIES &amp; CORRIDORS</b>	
Clean door frames	
<b>CLASSROOMS, LIBRARY &amp; MEETING ROOMS</b>	
Chalkboards	
1. clean boards	
Furniture (including tables & desks)	
1. dust	
<b>ADDITIONAL ITEMS AS REQUESTED BY ADMINISTRATOR</b>	

Please sign/date by yourself and administrator and fax to Tina Schierman (780) 618-3143 at Central Office when items are completed

\_\_\_\_\_  
Name Signature Date

\_\_\_\_\_  
Administrator Signature

E203c-01-16

## Maintenance Department Information Kit

### HOLIDAY CUSTODIAN CLEANING CHECKLIST

	Comments	Done	Date
<b>GENERAL - Exterior of Building</b>			
Water grass area adjacent to building			
Keep school grounds in a clean & tidy condition			
Clean exterior signs & light fixtures			
Maintain shrubs, trees & flower beds in proper condition			
Water shrubs & flower beds			
Grass cutting at front & side areas adjacent to building			
<b>GENERAL - Interior of Building</b>			
<i>Hose cabinets, display cases</i>			
1. spot clean			
<i>Ceiling air diffusers, air intake grills</i>			
1. vacuum			
<i>Door grills</i>			
1. vacuum			
2. wash			
3. dust			
<i>Venetian blinds</i>			
1. vacuum			
<i>Light fixtures</i>			
1. dust and wash lenses			
2. re-lamp			
<b>STAIRS</b>			
Wipe & polish hand rails			
<b>CLASSROOMS, LIBRARY &amp; MEETING ROOMS</b>			
<b>OFFICES, STAFF &amp; MEDICAL ROOMS</b>			
<b>ENTRANCES, LOBBIES &amp; CORRIDORS</b>			
<i>Walls</i>			
1. dust			
2. wash			
<i>Floors</i>			
1. sweep (vacuum rug)			
2. wash (shampoo if rug)			
3. strip (2 coats)			
4. wax (5 - 7 coats)			
5. polish			
<i>Ceilings</i>			
1. vacuum and/or dust			
<i>Glass doors, side glass &amp; door frames</i>			
1. dust			
2. wash			
<i>Furniture</i>			
1. wash (if applicable)			
2. polish			
3. vacuum (sofa, etc.)			
<b>WASHROOMS, SHOWER &amp; DRESSING ROOMS</b>			
<i>Walls &amp; ceilings</i>			
1. wash			
2. spot clean			
<b>GYMNASIUM</b>			
<i>Floor</i>			
1. wash			
2. polish			
3. wax			
<i>Walls</i>			
1. wash			
<b>ALL STORAGE ROOMS</b>			
<i>Floors</i>			
1. sweep			
2. spot clean			
3. wash			
4. wax			
5. strip			
<i>Walls &amp; shelving</i>			
1. dust			
2. spot			

Please sign/date by yourself and administrator - fax to Tina Schierman (780) 618-3143 at Central Office when the "AS REQUESTED" items are completed

\_\_\_\_\_  
Name Signature Date

\_\_\_\_\_  
Administrator Signature



**Still have some questions.....**

**Please contact:**

**Kirk Pardy**

**Division Facility Manager**

**Phone: (780) 624-2060 ext. 6144**

**Cell: 780-881-1153**

**Email: [Kirk.Pardy@nsd61.ca](mailto:Kirk.Pardy@nsd61.ca)**

**Tina Schierman**

**Maintenance Secretary**

**Phone: (780) 624-2060 ext. 6140**

**Email: [Tina.Schierman@nsd61.ca](mailto:Tina.Schierman@nsd61.ca)**